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25 YEAR RE-REVIEW

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Weekly Activity Report

5 June 1953

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e. A comprehensive request directed to the Classification and Wage Division will be forthcoming this day requesting the following T/O revisions:

(1) The transfer of the Assessment and Evaluation Staff (A&E) from TRS to a position directly responsible to the Director of Training. In addition, all A&E personnel will be transferred

(2) This request also includes the transfer of the Operations Training Branch, Basic Training Division, from departmental to This Branch and the positions in it will be moved from the Basic Training Division, TRS, to the Training Division, and no change of funds will be necessary.

(4) Another major portion of this request will be the transfer of all TRS personnel, with exceptions as noted above and the Project Training Division,

The above requests, since they entail a great deal of coordination with Classification, FDC, and the Office for the Comptroller will require a great deal of clerical assistance if they are to be accomplished expeditiously.

f. of the Personnel Section, OTR, is resigning effective 5 June 1953. In view of this it is requested that serious consideration be given to the detailing of a clerical individual to the Personnel Section until a satisfactory replacement for is found.

g. A procedure for the processing of prospective Junior Officer Trainees who have been selected by during his current trip has been established. Essentially, this procedure will initiate security clearance of these individuals, but employment processing will not be started until they have been satisfactorily tested and selected by the Chief,

#### 4. SUPPLY AND SERVICES -

a. There is still no indication as to the exact dates the proposed move of OTR personnel will take place.

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b. All possible steps are being taken to have the available air-conditioning units installed in R&S Building as soon as possible. Installation should be completed about the middle of the current month.

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c. All concurrences and approvals have been received for [redacted] trip [redacted]

d. Weekly Report of Utilization of [redacted] Facilities is attached.

5. BUDGET AND FISCAL -

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d. Petition received from [redacted] Housing Project owners for interpretation of "Occupancy" charge stipulation in Administrative Plan.

e. A discussion was held with the Budget Officer/Comptroller concerning appropriate office to budget for cost of overseas allowances, dependents' travel, shipment of household goods, etc., of Headquarters persons sent to overseas training programs in order that all budget analysts be properly informed. A meeting will be arranged for subsequent discussion.

f. Informal discussion with Budget Officer/Comptroller relative to Budget Call for FY54-FY55 estimates, no definite date determined at present.

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h. The Recreation Hall fund status report has been requested from the Finance Officer.

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i. A draft of acceptable [redacted] agreement has been submitted for DCI approval.

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Attachment: [redacted]

REPORT

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[redacted] Administrative Officer, OTR